AIS 1203 Civic Engagement Project Fall 2016

**The University of Texas at San Antonio**

**CIVIC ENGAGEMENT PROJECT**

Civic Engagement combines a community service project with academic coursework. It is an opportunity to engage in meaningful volunteer work, critically reflect upon the experience, and inform scholarship. A benefit of being a student at UTSA is having access to an array of opportunities to engage and give back to your community. Consider that civic engagement is not only important for the future of democracy but also for your own personal development as you transition into adulthood. (Flanagan and Levine). Identifying personal interests through self-inquiry using tools such as Sokanu will help you explore your research interests.

**PART 1: CIVIC ENGAGEMENT SERVICE & VERIFICATION LETTER (25%)**

**DUE 9/19:** Teams of 6-7 members will sign-up and volunteer for a shift on [www.utsa.edu/engaged](http://www.utsa.edu/engaged) or with UTSA VOICES. Work together to arrange transportation or use public transportation to attend the same event together as a team. Check online for weekday and weekend options. ***Students who do not participate in a service event will not be able to complete this exam.***

Bring your UTSA ID, sign-in at the community organization, arrive/leave on time (you must attend the entire shift). Print and bring the Verification Letter (at the end of these instructions), and before you leave, kindly request the volunteer organizer to print/sign his/her name. You are to take a group photo with all members and two pictures of *each* person *doing* work (not posing) at the event. Be sure to ask permission from the organizer first, as some do not allow pictures. If this is the case, it is your responsibility to work with the volunteer organizer to solve this situation. Suggest alternatives.

**PART 2: CRITICAL REFLECTION (25%)**

**DUE 9/19:** It is through the process of reflection that you will come to understand yourself as a learner. Each student will submit a critical reflection about his or her service experience.

**PARAGRAPH 1: Summary Report (150-200 words)**: In the summary, objectively report your civic engagement project. Do not express feelings or opinions.

1. **Organization**: Tell the name of the organization and its mission. Describe the location. Describe how the organization contributes to society.
2. **Service**: Report a description of where you went, when, with whom, and how you got there. Describe what you did in detail.  Summarize the experience in your own words. Point out details. Describe significant events and people of the day.

**PARAGRAPH 2: Critical Reflection (150-200 words):** The personal reflection is your opportunity to draw conclusions beyond the context or situation. Apply judgment and state opinions. Share insights and new understandings. Ask relevant questions. Give reasons for what you did.

1. **Social Responsibility:** Tell how this experience changed your understanding of a **specific** **issue**. State your opinion of the benefit of the organization to the community. Examine your personal contribution. Analyze who or what you helped, and in what way. What part of the experience did you value and/or enjoy. Share at least one thing you learned about your community.
2. **Career Exploration:** Describe a career that captured your interest. Question and explore how the work you did relates to future career choices, courses and fields of study (majors) at UTSA. Draw connections to your Sokanu Career Test results.

**Formatting and Paper Guidelines:** The critical reflection should be typed, single-spaced, 12pt font, 1” margins, in Times New Roman or Arial font, and submitted as a .pdf or MS Word document on Blackboard (BBL). Follow the minimum and maximum word limit guidelines (300-400 total words-1 document). Use correct syntax, word usage and mechanics. This includes sentence structure (word choice and word order, no fragments or run-on sentences) as well as correct grammar, punctuation and spelling.

**PART 3: GROUP PHOTOS AND PRESENTATION (25%)**

**DUE TO BBL 9/23, PRESENTATION IN-CLASS ON 9/26:** Prepare a 5 minute Power Point presentation with 3-5 slides that summarizes the collective team experience. Include the group photo and photographs taken while volunteering. It is expected that each person in the team speak for approximately the same time during the presentation. However, everyone in the team should be knowledgeable of the above information in case an individual is absent. You must attend the presentation to receive credit. All team members will receive the same grade. The presentation should convey:

1. **The Community Organization:** the name of the organization, their mission and what they do
2. **What you did:** the entire volunteer experience: where you went, what you did, who you met, etc.
3. **The Issue(s):** the population you served, and the related issue(s) that each team member identified (it may be one or many)
4. **The Collective Experience:** how your team worked together, communicated, what you learned about each other. Show group photos. If your team served 2 different organizations, compare the experiences, find commonalities, and tell what your team gained by splitting up and diversifying the project.

**PART 4: PEER ASSESSMENT (25%)**

After the group presentation, you will be asked to complete a peer assessment for each of your team members. Service participation, contribution to the group presentation, and team dynamics will be assessed. You will receive an average of the grades assigned to you by your peers. The following will be assessed on a scale of 0-5.

Participation in the Civic Engagement service event.

Participation in group meetings and communication.

Amount of contributions to the group presentation.

Quality of contributions to the group presentation.

Cooperative and supportive attitude.

**\*\*REMEMBER TO PRINT AND BRING THE VERIFICATION LETTER ON THE NEXT PAGE TO THE SERVICE EVENT!\*\***

Before you leave, kindly request the volunteer organizer to print/sign his/her name. You should fill in all the information in the blanks ahead of time so that all the coordinator has to do is print/sign the document after reading it.

Date of Service Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please let this letter serve as confirmation of (student name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ volunteer activities in support of (organization’s name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

On (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from (beginning time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to

(end time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this student has donated his/her time/services to complete this activity: (description/shift name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This letter also confirms the individual has not received any financial or “in-kind” remuneration, in return for his/her services.

Thank you,

Volunteer organizer’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer organizer’s email or telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer organizer’s signature/stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_